

## City of Shreveport



REQUEST FOR PROPOSALS

RFP 20-806

<b>Golf Professional at Huntington Golf Course</b>
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**INDEX**

	Page Numbers
Proposal Invitation	2
General Information - Part I	4
Introduction - Part II	5-6
Scope of Work - Part III	7
Evaluation Criteria - Part IV	8
Submission Requirements - Part V	9

**NOTE: All items listed in Part V must be submitted with your proposal**

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be incorporated in solicitations but will be incorporated by reference in the City of Shreveport (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at [www.shreveportla.gov](http://www.shreveportla.gov) (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

**EXHIBITS**

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK	A-10
SCHEDULE OF EVENTS	B-11
OFFERORS EXPERIENCE	C-12
PERSONNEL STAFFING	D-13
*FORMAT FOR THE LAST PAGE OF THE COST PROPOSAL	E-14
FORMAT FOR THE RETURN ENVELOPE	F-15

**\*Required for all RFPs**

**APPENDIX**

#1- ADJUDICATED OR LIEN PROPERTY AFFIDAVIT (do not furnish with your proposal)	16
#2- FELONY CONVICTION STATEMENT (must be furnished with your proposal)	17

Revised 12-04-19

# CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 □ Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042  
Phone 318/673-5450 web site: [www.shreveportla.gov](http://www.shreveportla.gov) Fax 318/673-5408

January 31, 2020

RFP 20-806

**MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: February 28, 2020**

PROPOSAL TITLE: Golf Professional at Huntington Golf Courses

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync.* **Go to [BidSync.com](http://BidSync.com) for more information on this.** Solicitation documents are also available at [www.shreveportla.gov/Solicitations](http://www.shreveportla.gov/Solicitations). BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed in ink by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

City of Shreveport

Wendy Wagnon, CPPO  
Purchasing Agent

**Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the proposal opening at (318) 673-5457.**

## GENERAL INFORMATION

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response and three (3) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 8.0) and a searchable electronic copy on two (2) separate CDs or USB flash drives.***
- 5.1 Proposals should be sent to:
  - 5.1.1 City of Shreveport
  - 5.1.2 Office of The Purchasing Agent
  - 5.1.3 Government Plaza-Suite 610
  - 5.1.4 505 Travis Street
  - 5.1.5 Shreveport, LA 71101-3042
- 6.0 **QUESTIONS**
  - 6.1 Offerors requiring additional information may email or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
    - 6.2 Email [Renee.anderson@shreveportla.gov](mailto:Renee.anderson@shreveportla.gov) or fax Renee Anderson at 318-673-5408.
    - 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.
- 7.0 **EXPENDITURE**
  - 7.1 Estimated Expenditure: \$45,000

Part II

**1.0 INTRODUCTION**

2.0 The City of Shreveport (COS) is seeking the services of an experienced, responsible, capable, golf course professional (contractor) with proven experience in golf operations and pro shop retail management. Contractor will be responsible for the management of all aspects of the golf operations at The Club at Huntington Park, as well as, one (1) retail space known as Huntington Park Golf Shop (HPGS).

The Contractor shall continually perform the general and specific tasks as described in the Scope of Work section of this Request for Proposal (RFP). The COS intends to select the most qualified Contractor. Proposals shall be evaluated by a committee on the basis of professional expertise, responsiveness, record of reputable management and experience in golf operation management.

**1.0 INTENT**

1.1 It is the intent of the City of Shreveport to solicit proposals for qualified individuals to prepare appropriate documents for the projects listed above, and to represent the interest of the City of Shreveport for these projects.

**2.0 TERM OF CONTRACT**

2.1 Contract Term: This contract will run from January 1, 2020 to December 31, 2022. The City of Shreveport reserves the right to renew any resultant contract(s), if mutually agreeable with the consultant, for three (3) additional years in one-year increments.

**3.0 PRICE CHANGES**

3.1 Prices will be firm for the contract term as specified in the paragraph above. After the term of the contract, the Consultant may request price increases based on their documented cost increase to be approved by the Department Director and the Purchasing Agent. Written requests for price increases must be sent to the Purchasing Agent. The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best Offeror or to solicit new proposals. No increase will be effective until approved in writing by the Purchasing Agent. Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract. Any decrease in pricing shall not be less than the appropriate CPI or PPI.

**4.0 AWARDS**

4.1 An award resulting from this request shall be awarded to the responsive and responsible Offeror whose proposal is determined to be most advantageous to the City, taking into consideration price and the evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases the City will be the sole judge as to whether an Offerors proposal has or has not satisfactorily met the requirements of this RFP.

**5.0 EVALUATION OF PROPOSALS FOR MULTIPLE AWARDS**

5.1 In addition to other factors, proposals will be evaluated on the basis of advantages to the City that might result from making more than one award (multiple awards). For the purpose of making this evaluation, administrative costs to the City for issuing and administering each contract awarded under this invitation will be considered, and individual awards will be for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative costs.

**6.0 INSURANCE REQUIREMENTS**

6.1 The vendor should at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this agreement and any extensions thereto.

6.2 Such insurance, at a minimum, must include the following coverage's and limits of liability.

6.2.1 Commercial general liability insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence.

6.2.2 **This policy should be endorsed to name the City as an additional insured.**

6.2.3 It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2,000,000 otherwise the consulting vendor must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract.

- 6.3 Comprehensive auto liability insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 per person or \$300,000 each occurrence or a combined single limit of \$300,000 per occurrence.
- 6.3.1 **This policy should be endorsed to name the City as an additional insured.**
- 6.4 Workers' Compensation Insurance as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000.
- 6.4.1 This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage.
- 6.4.2 The certificate of insurance required herein, must have the following statement shown in the remark section:
- 6.4.2.1 This policy for workers' compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
- 6.5 Professional liability insurance.
- 6.5.1 For projects with an estimated total cost in excess of \$1 Million the limit of liability shall be in an amount not less than \$1 Million per claim and in the annual aggregate.
- 6.5.2 For projects with a total estimated cost of \$500,000 to \$1 Million the limit of liability shall be in an amount not less than \$500,000 per claim occurrence and in the annual aggregate.
- 6.5.3 For projects with a total estimated cost less than \$500,000 the limit of liability shall be in an amount not less than \$500,000 per claim and in the annual aggregate.
- 6.5.4 Coverage shall be maintained for at least two years following completion of the project.
- 6.6 The vendor should promptly notify the City if any claim is asserted against the vendor whenever such a claim would apply to this coverage.
- 6.7 This notification requirement applies whether the claim results from services performed under this agreement or from any other agreement with any other client.
- 6.8 The City's intent is to make certain, to the extent possible from such information, the adequacy of the annual aggregate amount of coverage provided under the required professional liability insurance.
- 6.9 All coverage provided for above shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an **A. M. Best rating of B+VII** or better.
- 6.10 This rating requirement is waived on the Workers Compensation coverage only.
- 6.11 The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.
- 6.11.1 Proof that such insurance coverage exists shall be furnished to the City by means of a Certificate of Insurance form provided by the City before any part of the service specified by this Agreement are commenced.
- 6.11.2 The said Certificate shall name the City as an additional insured and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to any such change or cancellation.
- 6.11.2.1 Said provision shall include cancellation for non-payment of premium.
- 6.11.2.2 The vendor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the City with copies of such Certificates of Insurance.
- 6.11.3 The vendor and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.
- 6.11.4 The payment of any deductible specified by such insurance policies shall be the responsibility of the vendor and will be paid solely by the vendor.
- 6.11.5 If any of the insurance policies referred to above do not have a flat premium rate and such premium has not been paid in full, such policy must have a rider or other appropriate endorsement or waiver sufficient to establish that the issuer of the policy is entitled to look only to the vendor for premium payment and has no right to recover premium from the City.
- 6.11.6 The City will give the vendor prompt notice in writing if the institution of any suit or proceeding and permit the vendor to defend same, and will give all needed information, assistance, and authority to enable the vendor to do so.
- 6.11.7 The vendor shall similarly give the City immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the contract.
- 6.11.8 The vendor shall furnish immediately to the City copies of all pertinent papers received by the vendor.
- 6.11.9 If any part of the services specified by this agreement is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the City, shall be furnished to the City by the vendor.
- 6.11.10 **BEFORE A CONTRACT WITH THE CITY IS SIGNED BY THE MAYOR OR THE PURCHASING AGENT, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON THE ATTACHED INSURANCE CERTIFICATE.**

7.0 **BRAND NAMES (La. R.S. 38:2212 F- 2)**

7.1 Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to denote the quality standard of the product desired and that they do not restrict Offerors to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective Offerors the general style, type, character, and quality of the product desired; and that equivalent products will be acceptable.

7.2 It shall be the responsibility of the Purchasing Agent and the professionally employed architect or engineer to determine what is considered an equivalent product on any and all projects in which they have been legally employed to perform professional services.

8.0 **PURCHASE ORDER REQUIREMENT**

8.1 The City of Shreveport shall not be responsible for invoices exceeding \$1,000 that do not have a written purchase order covering them.

9.0 **PUBLIC ACCESS TO PROCUREMENT INFORMATION**

9.1 Proposals will be available for public inspection at the time and date approved by the Purchasing Agent.

10.0 **PAYMENTS DUE THE CITY**

10.1 Section 26-211 of the City's Code of Ordinances requires the following:

10.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

10.1.2 No contract to which the city is a party shall be awarded to any person who:

10.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

10.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

10.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

10.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

10.1.7 Proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

11.0 **ASSIGNMENT**

11.1 This contract shall not be assigned without the prior written consent of the city through its Mayor.

12.0 **UNSATISFACTORY WORK**

12.1 The City shall not be obligated to pay for unsatisfactory work.

13.0 **COMPLIANCE WITH CIVIL RIGHTS LAWS**

13.1 By submitting and signing this proposal, the proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and the proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Proposer agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by proposer, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

PART III

1.0 **SCOPE OF WORK**

1.1 **GENERAL**

The successful Contractors will provide the COS with golf operation management services consistent with established local and state law and guidelines. All such services shall be performed in accordance with the Professional Services Agreement agreed to by the COS and Contractor. Under this agreement, the selected Contractors will provide, but not be limited to, services as outlined in the following scope of work.

2.0 **CONTRACTOR RESPONSIBILITIES**

2.1 **The successful contractor shall propose how to staff and provide outside vendors for the following:**

- 2.1.1 Contractor must have experience in providing golf operation management services (15 years or more preferred).
- 2.1.2 Contractor must currently have Class A status with PGA of America and commit to maintain it throughout the tenure of the contract.
- 2.1.3 Contractor must be a member of the National and local chapter of the PGA.
- 2.1.4 Contractor shall promptly become operationally familiar with the golf facility, golf course, point of sale system, as well as COS policies and procedures.
- 2.1.5 Contractor shall be available to direct COS staff as needed to respond to golf operational issues and needs.
- 2.1.6 Contractor shall be responsible for retail pro shop, including assuring compliance with applicable regulations, collecting of fees and enforcing of COS policy.
- 2.1.7 Contractor shall be responsible for coordination and facilitation of all golf related events.
- 2.1.8 Contractor shall be responsible and involved in operational and capital improvement budgeting.
- 2.1.9 Contractor shall be responsible for property maintenance and management, including maintenance of records for all expenses incurred and all income and other revenues.
- 2.1.10 The Contractor shall provide:
  - (i) a monthly operating statement, including greens fees, cart fees, range fees, membership fees, pro shop sales, tournaments and other revenues received and expenses incurred, and
  - (ii) an annual Operating Plan to be submitted for review and approved by the Director of SPAR, or designee, which shall set forth the proposed operations relating to the management of golf operations for the next calendar year, and
  - (ii) an annual reconciliation of expenses.
- 2.1.11 Contractor shall be responsible to provide golf property supervision, including a daily presence, to assure that the property needs and demands are well managed. In addition, Contractor shall be available on an "on-call" basis to meet the various needs of the members, citizens, and COS staff.
- 2.1.12 Contractor shall be responsible for emergency services including the provision of a property manager on call 24- hours-per-day, seven-days-per- week to respond to emergencies.
- 2.1.13 Contractor shall be responsible, at its expense, for all employees needed for execution of clinics, lessons, and camps.
- 2.1.14 Contractor shall be responsible to maintain trust account. Contractor shall receive all revenues through the POS system. Revenue received from the management of said property shall not be commingled with any other project managed by the Contractor and shall be kept separate from Contractor's personal accounts.
- 2.1.15 Contractor should be responsible to promptly investigate all accidents or claims for damages relating to the leasing, operation, and maintenance, including any damage to or destruction of COS properties, and the estimated cost of repair thereof. Contractor shall cooperate and coordinate any and all reports required by an insurance carrier or governmental authority in connection therewith.
- 2.1.16 Contractor shall be responsible to take such further actions in connection with the management, leasing, operation, planning, and development of the said property as the COS shall reasonably require.
- 2.1.17 Contractor shall develop and present a complete report identifying suggested improvements/changes that will potential attract customers and grow revenues.
- 2.1.18 Contractor shall be required to start, develop, and grow a Men's Golf Association, Ladies Golf program, and Junior Golf program.
- 2.1.19 Contractor shall ensure golf facility and respective amenities are clean, safe, adequately equipped, well maintained, and attractive to golfers and the general public. Contractor shall promote the golf facility and its amenities to potential members and customers.
- 2.1.20 Contractor shall manage business objectives and marketing strategies to increase golf revenue and eliminate non-essential expenses.

**PART IV- EVALUATION CRITERIA**

RFP#: 20-806 Title of RFP: Golf Professional at Huntington Golf Course

Evaluator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

		POINT RANGE	POINTS ASSIGNED
1	Contractor's experience in providing golf operation management services (15 years or more preferred).	0-15	
2	Contractor's experience in conducting assignments of similar scope	0-15	
3	Contractor's methodology to be employed in conducting the services	0-10	
4	Contractor's support organization, accessibility, and quality assurance methods for optimizing staff utilization.	0-10	
5	Contractor's ability to deliver the desired golf operation within the contracted specifications.	0-10	
6	Contractor's teaching certifications/qualifications.	0-10	
7	Contractor's ability and background in golf operation administration.	0-10	
8	Contractor's track record of fair, transparent, and reputable management of facility money and resources with no history of financial or fiscal impropriety.	0-10	
9	Proposal conciseness and clarity in understanding the COS's scope of work, defining a work plan.	0-10	

**TOTAL POINTS: 100 Points**



PART V

**PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT**

**Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.**

1.0 SUBMISSION REQUIREMENTS & CHECKLIST

1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

- 1.1.1  A Table of Contents - clearly identify the material, by section and page number.
- 1.1.2  A Letter of Transmittal - **limit to four printed pages.**
- 1.1.3 \_\_\_ Provide number of years in business, office location, email address, and financial stability of company.
- 1.1.4 \_\_\_ Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
- 1.1.5 \_\_\_ Identify your proposals principal strengths and weaknesses.
- 1.1.6 \_\_\_ Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
- 1.1.7 \_\_\_ State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
- 1.1.8 \_\_\_ Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

\*\*\*\*\*

- 1.2  Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3  Submit Schedule of Events using the format of **Exhibit B.**
- 1.4  Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5  Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6  Provide cost proposal using the format of **Exhibit E.**
- 1.7  **Submit Appendix #2 - FELONY CONVICTION STATEMENT.**
- 1.8  List proposed warranty to include terms, conditions, length, location of repair facility, means of transport and etc.
- 1.9  List any exceptions to this RFP (and/or the City's Standard Agreement).
- 1.10  Other information and materials which the Offeror wishes to submit in support of this proposal, qualification, etc.

PART VI  
RFP NO. 20-806

EXHIBIT A

PAGE \_\_\_\_\_ of \_\_\_\_\_

**NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK**

*Proposals should respond to the Scope of Work point by point by numeric reference.*

**SCHEDULE OF EVENTS**

*The Offeror should briefly describe each step of the schedule of events in its proposed plan of action to accomplish the scope of work in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step. This form should be completed, in addition to the Offerors narrative description of its proposed plan of action.*

<u>Step #</u>	<u>Schedule of Events</u>	<u>Time Required</u>	<u>Person Assignment</u>
---------------	---------------------------	----------------------	--------------------------

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

**ACKNOWLEDGEMENT: Proposer acknowledges the cost of \$45,000, by initialing below.**

\_\_\_\_\_ (initial)

\_\_\_\_\_ (initial)

**OFFERORS CERTIFICATIONS**

Has a federal agency or a federally certified state or local agency performed any review of your accounts or records in connection with any grant or contract within any grant or contract within the past twelve months?

YES \_\_\_\_\_ NO \_\_\_\_\_ (IF YES GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

- 1.0 In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned agrees:
- 1.1 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 1.2 To furnish all services, materials, and equipment necessary and incidental to perform the proposed project;
- 1.3 That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.
- 1.4 Acting on behalf of the Offeror, this is to attest that the undersigned is a duly authorized representative of the below captioned firm, corporation or business.
- 1.5 By signing this document, the Offeror understands and agrees that the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made.

\_\_\_\_\_  
Signature Offerors Representative  
authorized to enter into contract with  
the City of Shreveport

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature (typed/printed)

\_\_\_\_\_  
State Contractors License Number

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Emergency Number(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Offerors Federal Employer I.D. Number

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*License # \_\_\_\_\_  
\*State Contractors License Number or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

**CITY OF SHREVEPORT**  
**OFFICE OF THE PURCHASING AGENT**  
**505 Travis Street, Suite 610**  
**SHREVEPORT, LOUISIANA 71101-3042**

**SEALED PROPOSAL FOR:**

**RFP Number:** 20-806 \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Opening Date/Time:** \_\_\_\_\_

**Attention: Use this format on the outside of your container when responding with a paper proposal.  
We do not accept faxed responses for formal solicitations! Revised 12-15-11**

EXHIBIT F



AFFIDAVIT

ATTESTING THAT ENTITY OR PERSON DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND DOES NOT OWE OUTSTANDING DEBT TO CITY

\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\*

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of:
\_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:
\_\_\_\_\_ and with a current email address of:
\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_
Printed Name: \_\_\_\_\_
Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number  
\*\*\*\*\*

Mail original affidavit via U.S. mail or Deliver via other carrier or hand-delivery to:

Purchasing Division
505 Travis St., Suite 610 | Shreveport, LA 71101

Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.

\*\* Form Revised 12/19/2019 \*\*



**APPENDIX 2**

**City of Shreveport  
FELONY CONVICTION STATEMENT**

This document should be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

RFP Number: 20-806

**By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:**

- 1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
  - 1.1 Public bribery (R.S. 14:118)
  - 1.2 Extortion (R.S. 14:66)
  - 1.3 Corrupt influencing (R.S. 14:120)
  - 1.4 Money laundering (R.S. 14:23)
- 2.0 Within the past five years from the project proposal date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the proposing entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or proposal awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
  - 2.1 Theft (R.S. 14:67)
  - 2.2 Identity Theft (R.S. 14:67.16)
  - 2.3 Theft of a business record (R.S.14:67.20)
  - 2.4 False accounting (R.S. 14:70)
  - 2.5 Issuing worthless checks (R.S. 14:71)
  - 2.6 Bank fraud (R.S. 14:71.1)
  - 2.7 Forgery (R.S. 14:72)
  - 2.8 Contractors; misapplication of payments (R.S. 14:202)
  - 2.9 Malfeasance in office (R.S. 14:134)

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of proposal and any and all delay costs due to the readvertisement or cancellation of the contract.

**And, executes this document as:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Owner or Representative Title Date

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax to: 318-673-5408 OR Email to: [Renee.anderson@shreveportla.gov](mailto:Renee.anderson@shreveportla.gov) (12-05-17)